

The Overfield School Emergency Plan

The Overfield School has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack.

The types of emergencies that The Overfield School prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

The Overfield School Emergency Plan Development

- The emergency plan needs to be reviewed annually by Leadership and will direct the office staff to update the plan as needed.
- Faculty and staff will be notified of changes during Teacher Work Week or, if changes occur during the school year, Leadership will email the changes to faculty and staff as soon as possible and review the changes at the next staff meeting.
- The Overfield School faculty and staff will educate parents about the emergency plan at Class Meetings in the fall.
- The Overfield School will notify parents of any changes to the emergency plan by sending information home with students and through email.

Distribution of Emergency Plan

- Each faculty and staff member will receive a hard or electronic copy of the emergency plan.
- A copy of the emergency plan will be posted in each classroom, administrative offices, work room and library.
- There will be a downloadable pdf copy of the emergency plan on The Overfield School website, www.overfield.org
- There will be copy of the plan kept in a 3-ring binder labeled “Emergency Plan” located in the Business Office on the credenza across from the Administrative Assistant’s desk.

Personnel Responsibilities During an Emergency

Business Manager	Office Staff	Teachers
Declare an emergency	Carry "Disaster Supply Kit"	Close windows and doors of classroom
Call for assistance (911)	Check rest rooms	Carry "Walking File" Kit
Make decision to EVACUATE, LOCKDOWN or SHELTER	Check storage areas	Carry needed medications
Initiate contact with evacuation site if decision made to evacuate	Lock exits	Lead evacuation lines
Arrange transportation for students/staff	Complete final building check after evacuation	Keep accurate headcount of students
Contact Chair of The Overfield School Board of Trustees	Contact families via text message and/or email (preferably text) from cell phone or internet connection	Entertain and comfort students
Act as a media contact	Post note on front door about the emergency status and, if applicable, evacuation location	Pet arrangements if time allows or is applicable
Determine when the emergency is over	Leave message on outgoing voicemail message	
Check to make sure everything on the chart is completed	If necessary, turn off utilities	
	Monitor weather stations in case of weather emergency	

Personnel Chain of Command

Leadership Team reports to The Overfield School Board of Trustees. The office staff and teachers report to the Leadership Team.

During an emergency, the command post is the Business Office.

The Overfield School's Business Lead will be in charge in case of an emergency. If the Business Lead is not available the Program Lead will be in charge. If neither person is available, staff, who have taken the Emergency Preparedness Training and Medication Training will be in charge. Preferably this will be a 5-day week staff member.

Letter of Agreements

Letter of agreements have been arranged with Family Video and the McCarthy Family. Please find these agreements in the Emergency Plan Binder located in the office. These agreements should be reviewed and updated annually by The Overfield School Leadership Team.

Staff Training and Drills

- Staff training will be held annually during Teacher Work Week. It will be conducted by either the Business Manager or appropriately trained staff. Training will include:
- Reviewing the actual plan
- Outlining each staff person's responsibilities during an emergency
- Reviewing items that each family must provide the school, including up-to-date emergency forms, and change of clothes.
- Reviewing emergency exit and evacuation routes.
- Ensuring that everyone has important emergency contact information in their emergency binders.
- Providing staff with opportunities to ask questions.
- Participating in quarterly emergency/lockdown drills, one which includes a practice emergency evacuation to the McCarthy's property.

Communications

The Overfield School monitors NOAA weather emergency radio. In case of an emergency, the school will monitor radio station WHIO.

The Overfield School will use the terms Lockdown, Evacuate or Shelter to identify the response that will be implemented during an emergency.

Lockdown is an emergency alert and response to imminent danger in school or on campus. Students (under adult supervision), staff, and visitors report to the nearest securable location. A member of The Overfield School office staff will ensure that 911 is called to request immediate assistance. Students, staff and visitors remain secured until police have control of the situation.

Shelter is an emergency alert and response called by an office staff when it is too dangerous to leave the school. There are three types of shelter alerts: Public Safety Shelter, Severe Weather Shelter, and Outside Hazardous Materials Release (more detailed descriptions below).

Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

Announcing Emergency within The Overfield School Facility

Within The Overfield School, the fire alarm will be activated by the Business Manager or office staff will ring the bell on the playground to announce an evacuation. In case of a lockdown or shelter, the Business Manager or office staff will verbally inform the teachers in conjunction with texting all teachers and staff.

Announcing Emergency and Communicating with Parents

Notifying Parents

Depending on the emergency situation and the school's communication capabilities during and after the emergency, The Overfield School will attempt to inform and instruct parents/guardians about the emergency in a number of different ways in the following order including:

- An email message sent to primary family contacts by the office staff.
- A text message sent from the office to emergency contact numbers given to the school via Emergency Contact form.
- Office staff will post on Facebook.
- Office staff will send a message to parents/guardians using One Call Now.
- Once the emergency status has changed or is lowered, the emergency contact will receive either a second text or another One Call Now message.

Outgoing Voicemail

If possible, the school will leave a message on the outgoing voicemail message notifying parents of the emergency status and any appropriate instructions for the parents to follow.

Sign on the Front Door

In case of “Shelter” or “Lockdown”, if possible a sign stating either “Shelter” or “Lockdown” will be placed on the front door. In case of an evacuation, if possible the evacuation location and contact information will be shared on the door.

Website

If possible, emergency updates will be posted on The Overfield School’s website.

Testing of communications equipment

Cell phones and walkie-talkies will be tested once a month during the emergency drills. The emergency contact list, including communicating via text and voice, will be tested twice a year. Parents will be given plenty of advance notice of the drill before any test text messages are sent or phone calls are made.

LOCKDOWN

Lockdown is an emergency alert and response to imminent danger in the school or on campus. It can be caused by a specific local emergency such as a perpetrator in the area of a possibly dangerous person in the premises. This indicates that there is an emergency that requires all of the buildings to be secured.

LOCKDOWN means that students and staff will remain in the basements of the main building and kindergarten building until the Business Lead determines it is safe to release the students to authorized adults. Staff will remain with the students until all have been released to authorized adults. Students will only be released to those adults authorized on the emergency form.

- Staff will remain in place with the students.
- If students are outside, they will be taken to the basement immediately and teachers will take attendance.
- Exterior doors will be secured and locked by Office Staff. Windows will be locked.
- Staff will guide students to the far end of the basements, away from windows and keep students as calm and quiet as possible.
- Either a text message or a phone call will be made to all emergency contact numbers. A text message will be sent out to let parents and guardians know about the LOCKDOWN and that they should NOT come to the school.
- If possible, a “LOCKDOWN” sign will be placed on the front door to alert parents of the LOCKDOWN situation.
- Exterior doors will be locked and not one will be allowed into or out of the building.
- Another text message or phone call will follow when the LOCKDOWN has been lifted and parents and guardians can now proceed to come to school.

- Parents and guardians will not be allowed into the school to retrieve their students until the emergency status has been lowered by emergency personnel.

SHELTER

SHELTER is an emergency alert and response called when it is too dangerous to leave the school. There are three types of shelter alerts:

Public Safety Shelter is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues.

Severe Weather Shelter is used when a high wind warning has been issued for the community near the school. All students, staff and visitors are brought into the building. If necessary, staff and students will take shelter in the basements of the main building and the kindergarten building.

Outside Hazardous Materials Release requires students, staff and visitors to be brought into either the main building or the kindergarten building. Exterior doors and windows are secured. Ventilation systems are shut down.

Long Term Shelter

If students need to be sheltered in the school for a period of time beyond the regular school day, The Overfield School will do its best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of time. The school's disaster supply kit will include:

- A first aid kit
- General supplies including non-perishable food, drinkable water, extra blankets, money, flashlight, cell phone, whistle, matches, tools, plastic sheeting, plastic bags, etc.
- "Walking File": attendance lists, sign in/sign out sheets, contact lists, copies of emergency contacts, and program essential papers.

EVACUATE

Evacuate is an emergency alert and response called by the Business Lead when it is too dangerous to remain in the building.

- The decision to evacuate will be made by the Business Lead.
- When evacuation is necessary, The Overfield School staff will evacuate to either Family Video or the McCarthy property.
- The Business Lead will notify Family Video or the McCarthy family via cell phone when the evacuation decision is made and warn them that The Overfield School staff and students will be arriving shortly.

- In the event that an evacuation is necessary, the Business Lead will either sound the fire alarm or ring the bell. Office staff will alert staff via text and verbal communication.
- The Overfield Staff will follow the evacuation procedures practiced during drills.
- In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same and as outlined above.
- Teachers will evacuate with the class “Walking File” kit, which includes in a backpack: first aid kit, attendance lists, sign in/out sheets, contact lists, copies of emergency contacts, and program essential papers.
- In the case that shelter outside the facility must be maintained for longer periods of time, the “Disaster Supply Kit” will be transported in a collapsible wagon. The collapsible wagon will also be used for transportation of materials if it is not necessary for transporting students or staff.
- All transportation will be walking. The collapsible wagon will be used to help students who cannot walk on their own.

EVACUATION ROUTES

General Procedures:

1. Line up in front of outside door. Do not stop to take coats.
2. Take the class “Walking File” kit and cell phone.
3. Count students to see if anyone is missing.
4. Exit the building and close the outside door.

Directions for Evacuating Away from Building (i.e. in case of fire)

Kindergarten:

1. Count students and exit the building out one of the back doors.
2. Once you exit the building, go to the Yellow Swing Tree on the playground.
3. Count students again.
4. Wait for the “all clear signal” and return to the kindergarten building.

North Side/South Side:

1. Count students and exit the building out the Studio doors or the Gathering Place door facing the playground. Go to the closest door for evacuation.
2. Once you exit the building, North Side should proceed to the Yellow Swing Tree on the playground. South Side should line up under the Basketball Hoop.
3. Count students again.
4. Wait for the “all clear signal” and return to the main building.

Toddlers:

1. Count students and exit the building.
2. Once you exit the building, go to the Swings at the back fence of the playground.

3. Count students again.
4. Wait for the “all clear signal” and return to the Toddler building.

**If you are with students in the Preserve, Garden or hiking in another area and there is an evacuation at the school, you will receive instructions via text and walkie-talkie. Use best judgment practices.

Dismissal and Emergency Pick-Up Process

In the case of an emergency, the authorized pick-up guidelines outlined in The Overfield School Parent Handbook still apply. The Overfield School staff will notify guardians (via communication lines outlined above) when it is appropriate for dismissal and the Emergency Pick-Up Process to begin. If the school has evacuated, the school will communicate to parents where to pick-up their child. The safety of children enrolled at The Overfield School is our primary concern. A staff member from The Overfield School will remain with your child until an authorized person is able to pick-up the child from the school or the emergency location. The Emergency Pick-Up Process guidelines are outlined below:

Authorized Pick-Up

- If your child is to be picked up by someone other than a parent or the “persons authorized to pick-up child” (listed on your child’s *car pool form*), you must provide written notification to The Overfield School.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to home with someone else. You will be asked to verify information on the *car pool form* in order for us to be assured that The Overfield School staff is speaking to the parent. There is always a possibility that you will not be able to reach office staff via phone during an emergency. Consequently, it is important that all people who may need to pick-up your child are listed on the *car pool form*.
- The Overfield School wants to ensure each child’s safe transition from school to an authorized adult at dismissal time. In the event that a staff member has reasonable cause to suspect that any person picking up a child is under the influence of alcohol or drugs, or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request another adult be called to pick-up the child or call the numbers listed on the child’s *car pool form*.

Procedures to Safeguard Records

- All school electronic information on the computers is backed up offsite on a regular basis.
- There are at least two copies of emergency information: one set is in the office and another kept with each class’ emergency “Walking File” kit.